

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: Philippine State College of Aeronautics

Period: 2017

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1	competitive Bidding as Default Method of Procurement	Early submission of PPMP and early preparation of APP. If possible, earlier BOT approval of the APP	all offices, BAC and its secretariat, supply officer	4th quarter of preceding year	PPMP, APP, BAC Resolution
2	Limited Use of Alternative Methods of Procurement	Strictly follow the implementing guidelines of using alternative methods of procurement	BAC and its secretariats, Supply Office	as scheduled in APP	APP, BAC resolutions
3	Competitiveness of the Bidding Process	During the Pre-bid Conference, it is recommended to explain and discuss with bidders all the needed eligibility documents stated in the Bidding Document. Also, by allowing bidders who not yet able to buy the bidding docs to	BAC and its secretariat	as scheduled in the APP	APP
4	Presence of Procurement Organization	It is very recommended to have a procurement officer and the creation of procurement office in the College's organization chart	HOPE, BOT	as soon as possible	DBM approval
5	Procurement Planning and Implementation	It is advised and encouraged to have an effective working procurement planning.	the Supply Office, Procurement Office, BAC and its secretariat	1st quarter	APP
6	Use of Government Electronic Procurement System	Accurately updating the posting of notices in PhilGEPS for all modes of Procurement	Concerned BAC Secretariat	as scheduled in the APP	APP, PhilGEPS Records
7	System for Disseminating and Monitoring Procurement Information	Posting of procurement information in the College's website and in bulletin boards. The College must have a Procurement Monitoring Reports which are promptly submitted to the GPPB and to be posted in the College's website.	Procurement Office, BAC secretariat, Supply Office	timely	PMR
8	Efficiency of Procurement Process	To avoid failure of bidding, it is recommended to reiterate the detailed technical specifications presented in the bidding documents during the pre-conference meeting. Also, provide the bidders with the eligibility checklist	BAC	as scheduled in the APP	Bidding Documents
9	Compliance with Procurement Timeframes	Strictly follow the prescribed timeline for every bidding activity: from posting of bid opportunities, contract signing, approval and issuance of notice to proceed.	BAC, BAC secretariat, TWG, the procurement Office	Allowable time table provided by RA9184	PMR
10	Capacity Building for Government Personnel and Private Sector Participants	It is recommended to conduct a capacity building for the personnel and private sector participants	HOPE, by the recommendation of the BAC, through the Office of the Vice-President for Administration and	three times in a year	Office orders, OPALN
11	Management of Procurement and Contract Management Records	It is recommended to have a BAC Office with filing cabinets where all the procurement related documents are maintained for a period of at least five years.	BAC and its secretariat	1st quarter	CMR
12	Contract Management Procedures	It is advised to attach all necessary documents that are needed for the time release for payment for procurement contracts	BAC secretariat, Supply Office, Finance Department, Procurement Office	As scheduled in the APP	PMR, list of previous observers, letter of invitation
13	Observer Participation in Public Bidding	It is strongly recommended to invite at least five observers since it was observable that most of the time they do not attend in the bidding activities. It is	BAC members and its secretariat	as scheduled in the APP	PMR, list of previous observers, letter of invitation
14	Internal and External Audit of Procurement Activities	It is very recommended that the College should have its internal audit unit.	the Administration	as soon as possible	Office orders,
15	Capacity to Handle Procurement Related Complaints	It is recommended to submit to the GPPB all the decisions on protest/motion on recommendation.	BAC	every time there is a protest/motion of reconsideration related	Copy of Motion of Reconsideration, Protest and Complaints.
16	Anti-Corruption Program Related to Procurement	Conduct training for Transparency Accountability in Public Services (TAPS)	HOPE	2nd quarter	HOPE, Oplan, Office Order